Civilian Personnel Advisory (CPA)

As of 01 Oct

CPA

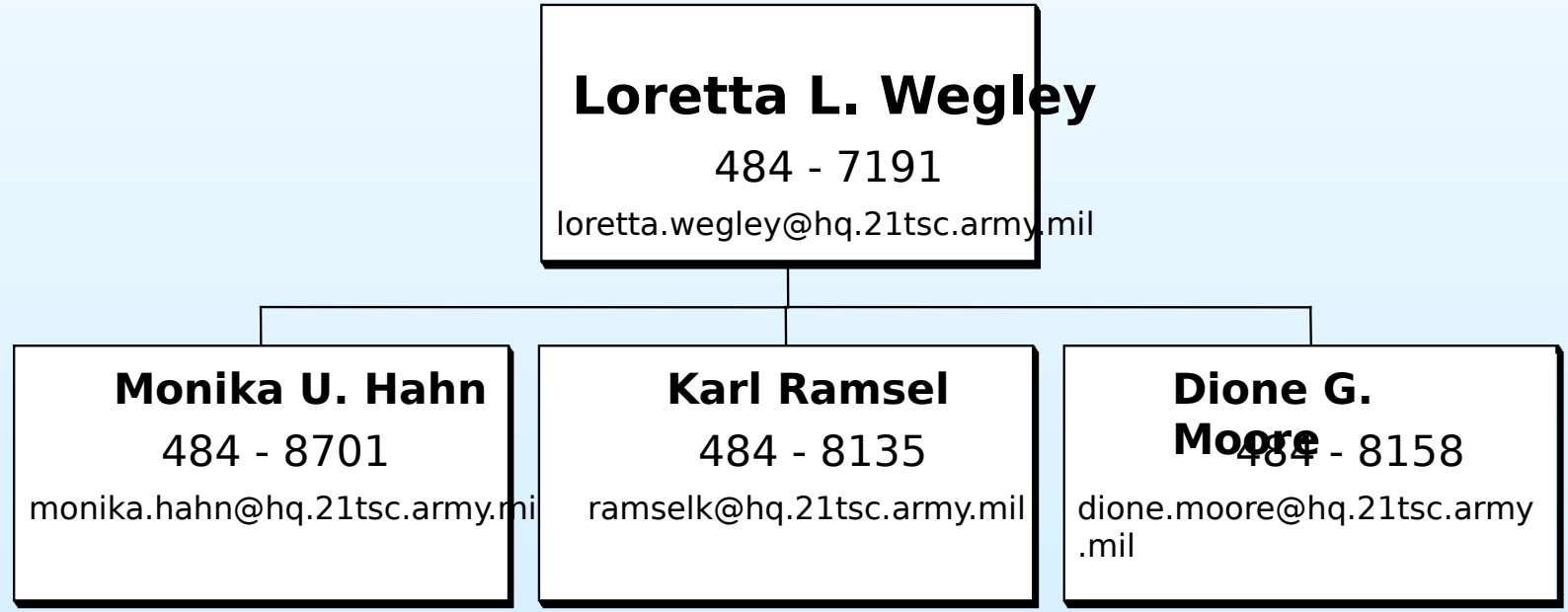
What We Do & Where We Are

Deliver quality and responsive civilian human resource progr throughout the Command

Location: Panzer Kaserne, Building 3001, Room 302 and 315
Telephone: 484 – 8701
Fax: 484 – 8157
Email: 21TSC AERCP Official Mail

Organizational Structure

First in Support!



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Major Responsibilities

- Keeps staff advised on civilian personnel policy programs and regulatory requirements, and provides guidance as appropriate

- Functions as the advisor to the Command on:
  - recruitment
  - classification
  - training
  - discipline and adverse actions
  - informal and formal grievances and appeals
  - performance evaluation system
  - awards and other recognition programs

- Coordinates actions with the Works Council

- Reviews and coordinates civilian tour extensions and awards for CG's approval

- Performs special tasks, i. e.:
  - monitoring of recruitment actions
  - monitoring of awards
  - completion and submission of evaluation reports

3 Most Important Things to Remember About the CPA

- We provide guidance and assistance on personnel related issues and applicable regulations and policies (i.e., employment conditions, recruitment, discipline, grievances, classification)

- We coordinate all actions involving the Works Council

- We review and coordinate civilian tour extensions and awards requiring CG's approval